## MIAMIBEACH

OFFICE OF THE CITY MANAGER

NO. LTC # 437-2013

LETTER TO COMMISSION

TO:

Mayor Philip Levine and Members of the City Commission

FROM:

Jimmy L. Morales, City Manager

DATE:

12/05/2013

SUBJECT: Fourth Floor Receptionists

In response to a request from Mayor Levine, we are moving forward with situating the receptionists to their respective office reception area on the fourth floor.

For the past three (3) years, the City Commission, City Attorney, and City Manager's Office have had a consolidated reception area in the hallway on the fourth floor. The responsibilities, as well as the financial obligations, were split for all three (3) offices between the two existing receptionist, and the three (3) office budgets. However, this scenario left our individual reception areas vacant. The establishment of three (3) reception areas will enhance our customer service and allow each receptionist to properly attend to our individual guests.

As part of the FY 13/14 budget, this change had been discussed, and a request for an additional receptionist to staff the reception desk in the City Manager's Office was requested. However, that item has yet to be heard by the Finance Committee. Until the item is heard, the City Manager's Office will use a temporary employee in order to fill the position.